



FORESTER I (NONSUPERVISORY)

Exam Code: 6FS0301

Department(s):	Department of Forestry & Fire Protection
Opening Date:	7/14/2016
Closing Date:	8/11/2016
Type of Recruitment:	Open - Nonpromotional
Salary:	MONTHLY-RANGED-SALARY \$5165.00 - \$6531.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Any applicant who meets the minimum qualifications as of **August 11, 2016** the final filing date, may apply for the examination on an open basis. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: **August 11, 2016**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at [State Application](#).

Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

Note: Applications **will not** be accepted via e-mail.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Carol Anderson)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Carol Anderson)
1300 U Street
Sacramento, CA 95818

If you meet the entrance requirements for this classification and the Forester II (Supervisory) classification scheduled for the same time frame, you may file for one or both examinations on a single application. Put the title(s) of each examination(s) you wish to take on the application. Applications postmarked or personally delivered after the final filing date, **August 11, 2016**, will not be accepted for any reason.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

SALARY INFORMATION

\$5165.00 - \$6531.00

ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **August 11, 2016**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

EITHER I

Possession of a valid license as a Registered Professional Forester issued by the California State Board of Forestry and Fire Protection or possession of an authorized letter from the California State Board of Forestry and Fire Protection, Professional Foresters Registration, to compete in the Registered Professional Forester exam. (Applicants with an authorization letter from the California State Board of Forestry and Fire Protection, Professional Foresters Registration, will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment.)

OR II

Experience: Two years of experience performing the duties of a Forestry Assistant II in the California state service.
and

License Requirement: Possession of a valid license as a Registered Professional Forester issued by the California State Board of Forestry and Fire Protection (applicants who do not possess the required license will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment).

OR III

Experience: One year of experience performing the duties of a Forestry Assistant II in the California state service and six months of forestry work requiring professional skill. (Graduation from college with specialization in forestry, range management, or a closely related natural resource field may be substituted for the six months of forestry work.)
and

License Requirement: Possession of a valid license as a Registered Professional Forester issued by the California State Board of Forestry and Fire Protection (applicants who do not possess the required license will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment).

OR IV

Experience:

Either

1. Three years of experience in the California state service performing forestry work requiring professional skill, fire prevention, or supervising fire suppression work in a class comparable in level to a Forestry Assistant II

or

2. Two years of experience in forestry work requiring professional skill involving one of the following: management of a forest area; management of forest resources; appraising forest resources; forest engineering; regulating forest practices; controlling forest pests; reforestation or tree nursery production; urban forestry; or range and watershed management duties. (Graduate work in forestry may be substituted for up to one year of the required experience on a year-for-year basis.)

and

Education: Equivalent to graduation from college with specialization in forestry, range management, or a closely related natural resource field. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

and

License Requirement: Possession of a valid license as a Registered Professional Forester issued by the California State Board of Forestry and Fire Protection (applicants who do not possess the required license will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment).

NOTE: APPLICANTS QUALIFYING UNDER PATTERN I ABOVE MUST ATTACH TO THE EXAMINATION APPLICATION STD. 678, A COPY OF THEIR VALID LICENSE AS A PROFESSIONAL FORESTER ISSUED BY THE CALIFORNIA STATE BOARD OF FORESTRY OR AN AUTHORIZED LETTER FROM THE CALIFORNIA STATE BOARD OF FORESTRY, PROFESSIONAL FORESTERS REGISTRATION, TO COMPETE IN THE REGISTERED PROFESSIONAL FORESTER EXAMINATION.

APPLICANTS QUALIFYING UNDER PATTERN III OR PATTERN IV ABOVE MUST ATTACH TO THE EXAMINATION APPLICATION STD. 678, A COPY OF THEIR COLLEGE TRANSCRIPT(S) INDICATING THEIR DEGREE AND/OR SPECIFIC COURSEWORK AND UNITS COMPLETED WITH SPECIALIZATION IN FORESTRY, RANGE MANAGEMENT, OR A CLOSELY RELATED NATURAL RESOURCE FIELD. APPLICANTS ATTENDING MORE THAN ONE COLLEGE OR UNIVERSITY SPECIALIZING IN THE APPROPRIATE COURSEWORK NOTED ABOVE, MUST SUBMIT INDIVIDUAL TRANSCRIPTS FOR ALL APPLICABLE COLLEGES AND/OR UNIVERSITIES.

APPLICANTS WHO HAVE EXPERIENCE WITH THE UNITED STATES FOREST SERVICE (USFS) MUST LIST ON THE EXAMINATION APPLICATION STD. 678, THEIR OFFICIAL CLASSIFICATION TITLE(S) AND GS LEVEL(S).

POSITION DESCRIPTION

This is the entry and first working level. Incumbents perform difficult, professional duties in connection with forest, range, watershed management, protection, and planning. At the unit level, incumbents enforce regulations, carry out policy, and serve in Forest Practice, Vegetation Management, Forestry Assistance, or other Resource Management assignments, as well as Fire Protection, Pre-Fire Engineering, fire prevention, local land use planning, and risk analysis. In some units, single positions function as Unit Foresters, with multiple program responsibilities. Incumbents may also be responsible for a segment of operations at a State Forest or Nursery. In region or headquarters assignments, incumbents may serve as staff specialists or assistants responsible for activities of a resource management program such as Forest Practice, Forest Management, or Urban Forestry. Incumbents may also serve as staff specialists or assistants responsible for activities of other department programs, such as pre-fire engineering, local land use planning, and risk analysis. Incumbents with appropriate training, Incident Command System (ICS) qualifications, experience, and certifications may serve in emergency assignments.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **October/November 2016**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE, SKILLS, AND ABILITIES

Scope:

A. Knowledge of:

1. The mission, vision, goals, and values of the Department.
2. Natural sciences to ensure environmental analysis and project implementation provides resource protection at a level to commensurate with a professional forester's scope of license and expertise.
3. Forest and range inventories, forest mensuration, and appraisal to collect and analyze information at a level to commensurate with a professional forester's scope of license and expertise.
4. The grant process to obtain additional funding for the Department.
5. Research processes to access information required for job assignments.
6. Forest economics and forest produce valuation to evaluate financial feasibility of forest activities.
7. Forest product utilization to maximize use and minimize waste of forest resources pursuant to State law and Board of Forestry and Fire Protection policies.
8. Forest harvesting methods and practices sufficient to ensure equipment and practices are utilized to protect all forest resources.
9. Integrated pest management concepts, methods, and identification of forest and range pests sufficient to protect resources.
10. The identification and protection process for cultural resources sufficient to ensure preservation.
11. Vegetation fuels management sufficient to ensure the protection of life, property, and natural resources.
12. The evaluation and mitigation of land management and incident related activities/effects necessary to protect forest resources and health and safety of personnel and the public.
13. Watershed management and erosion control methods to protect forest resources to comply with State laws and regulatory requirements.
14. Forest engineering for the development of transportation and harvesting system to ensure compliance with public safety standards and environmental regulations.
15. Photogrammetry and remote sensing imagery to gather information on various resources for resource planning.
16. Forest measurement tools used to perform field measurements at level to commensurate with accepted forestry standards.
17. Other agencies' roles, objectives, and jurisdictional authorities to effectively work together on collaborative objectives.
18. Applicable health and safety laws and Departmental policies sufficient to educate employees and maintain a safe working environment.
19. Local, State, and Federal environmental forest, and fire laws and Department policies and procedures to ensure compliance and enforcement for public safety and environmental protection.
20. Mathematics and statistics sufficient to complete various Department projects to achieve project objectives.
21. Software programs to electronically compile data, conduct analyses, and produce maps to communicate project objectives.
22. Board of Forestry and Fire Protection's policies to accomplish the Department's mission.
23. The care, maintenance, and use of mobile equipment sufficient to ensure safe and reliable equipment operation.
24. Fire prevention to reduce fuel loading and ignition sources to create fire-safe landscapes and provide for public safety.
25. First aid and outdoor skills to maintain a safe working environment and provide public and employee safety.
26. California Environmental Quality Act to identify the significant environmental impacts of actions and develop measures to avoid or mitigate those impacts within a professional forester's scope of license and expertise.
27. Wildlife management and wildlife habitats to protect fisheries, terrestrial fauna, and plants at a level to commensurate with a professional forester's scope of license and expertise.
28. Appropriate use of firefighting tools to maintain a safe working environment.
29. Contract development, implementation, and administration to achieve compliance and the legal expenditure of funds.

B. Skill to:

1. Operate computers and software programs effectively to provide accurate reports for exchange of information with Department employees and other entities.
2. Safely drive a variety of different makes and models of Department vehicles in a variety of weather conditions and topography.
3. Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.
4. Operate hand tools, power tools, firefighting tools, and specialized equipment in a safe and effective manner.
5. Use appropriate personal protective equipment to ensure personal safety.

C. Ability to:

1. Consult with experts outside your area of expertise.
2. Develop and implement creative solutions.
3. Perform arduous tasks in extreme conditions over extended periods.
4. Inspect and investigate to determine compliance with local, State, and Federal laws and regulations, and Department policies.
5. Identify environmental impacts and develop mitigation measures.
6. Estimate forest attributes using pacing and ocular estimates.
7. Apply forestry principles and practices.
8. Prepare clear and concise reports.
9. Gather, compile, and apply information from various sources for the purposes of research, decision making, and developing action plans.
10. Communicate requirements and specifications for contracts/grants.
11. Identify/evaluate vegetation conditions in order to determine appropriate management practices.
12. Interact effectively with a variety of personalities without discrimination.
13. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints.
14. Read and interpret reference manuals, training materials, policies, procedures, laws and regulations, reports, maps, data and correspondence to acquire knowledge and effectively perform required job duties.
15. Perform various office activities necessary for office management practices.
16. Perform mathematics to complete various projects, including research findings and associated budgets.
17. Read and write in English to effectively exchange information and accomplish daily tasks.
18. Communicate clearly and concisely in English to be understood and to provide necessary information.
19. Apply safety practices, policies, and procedures for workplace safety and protection.
20. Interpret and explain codes, rules, and CAL FIRE policies and procedures.
21. Work effectively with others.
22. Function in stressful situations or emergencies.
23. Direct and perform all-risk incident response duties.
24. Operate mechanical, electronic, and other equipment.
25. Work in groups or alone, outdoors in remote locations, and in adverse conditions.
26. Work independently.
27. Safely perform physical duties that require body movement while bending, climbing, lifting and carrying over fifty pounds, balancing, and walking long distances over uneven terrain.
28. Exhibit ethical behavior, display appropriate conduct, and maintain a high level of professionalism.
29. Interact with difficult people and situations.
30. Hear adequately within speech frequencies.
31. See adequately to perform the required duties.
32. Adjust to changing work environments.

VETERANS PREFERENCE

Veterans' preference will be granted in this examination.

CAREER CREDIT

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles; Willingness to work long and irregular hours, including weekends and holidays, under stressful conditions in remote parts of the State, during the fire season, and remain available for duty assignments 24 hours a day as required; willingness to respond to all risk incidents at all times; willingness to accept increasing responsibility; ability to meet physical and medical standards established by the Department of Forestry and Fire Protection; color vision and visual acuity sufficient to perform the duties of the position; ability to perform and exercise good judgment under emergency or other stressful situations; and ability to operate specialized equipment (e.g., personal computers, audio visual, fire apparatus, vehicles, and camera).

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/1054.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference: Will be awarded pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference, 2) An entrance examination is defined, under the law, as any open competitive examination, 3) Veterans Preference is not granted once a person achieves permanent civil service status. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference is on the Veterans' Preference Application (STD. Form 1093), which is available at www.jobs.ca.gov. Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.